

CITY OF LODI
INFORMAL INFORMATIONAL MEETING
"SHIRTSLEEVE" SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, MAY 2, 2000

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, May 2, 2000 commencing at 7:00 a.m.

ROLL CALL

Present: Council Members – Hitchcock (arrived at approximately 7:03 a.m.), Land, Nakanishi, Pennino and Mann (Mayor)

Absent: Council Members – None

Also Present: City Manager Flynn, Deputy City Manager Keeter, Finance Director McAthie, Information Systems Manager Helmle, Community Development Director Bartlam, Public Works Director Prima, Parks and Recreation Director Williamson, Fire Chief Kenley, Electric Utility Director Vallow, Economic Development Director Goehring, Police Captain Adams, Administrative Assistant to the City Manager Haynes, Library Services Director Martinez, City Attorney Hays and Interim City Clerk Taylor

Also present was a representative from the Lodi News Sentinel and The Record.

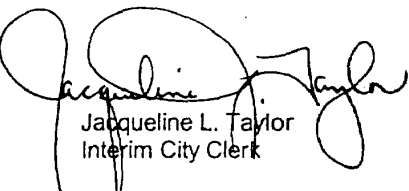
TOPIC(S)

1. Budget Overview

ADJOURNMENT

No action was taken by the City Council. The meeting was adjourned at approximately 8:20 a.m.

ATTEST:


Jacqueline L. Taylor
Interim City Clerk



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Budget Overview (Continued)

MEETING DATE: May 2, 2000

SUBMITTED BY: Deputy City Manager

RECOMMENDATION: That staff review with Council the Departments' objectives and accomplishments as identified in the 1999-2001 Financial Plan and Budget.

BACKGROUND INFORMATION: Staff reviewed Major Projects updates with Council during the January 18, 2000 and the January 25, 2000 Shirtsleeve Sessions. These meetings were followed by the General Fund Long-Term Financial Plan discussions on February 8, 2000 and February 29 which then led to the Council meeting on March 30, 2000 during which time the General Fund assumptions were approved by Council.

In April 2000, Departments' representatives participated in Budget Hearings to review objectives, accomplishments, efficiencies, and to submit their significant expenditure requests. Discussions with the Department Heads focused primarily on their departments' efficiencies and what they had accomplished over this past fiscal year. Departments were extremely conservative in requesting additional budget requests for Fiscal Year 2000-01.

During the May 2, 2000 Shirtsleeve presentation, staff will review the results of the Budget Hearings, beginning with the objectives, accomplishments and efficiencies. The presentation of this material is expected to take up to two meetings, after which time staff will present the proposed significant expenditure requests, capital requests, and the fund balance. All Shirtsleeve Sessions in May have been scheduled for budget discussions.

Respectfully submitted,

Janet S. Keeter
Deputy City Manager

cc: City Manager
Finance Director

APPROVED: _____

H. Dixon Flynn -- City Manager

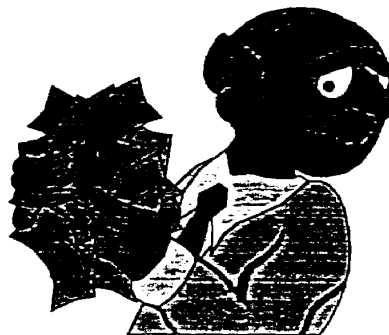
1999-01 Financial Plan and Budget

City of Lodi
Council Shirtsleeve Session
May 2, 2000

Presentation Overview

How did we spend last year's money?

I Objectives, accomplishments and efficiencies



Police Department Administration - Objectives



- PSB Complex Project
- Purchase RMS
- Expand & support COPs
- Revise Dept Policy & Procedures Manual
- Add 2 Partners Academies
- Expand Reserve Program
- Survey Community biannually
- Reduce Part One Crimes
- Liaison with LUSD
- Monitor trends & changes
- Citizen satisfaction surveys

Police Department Admin. Efficiencies



- Purchased radio repeater & saved \$9,300
- Possible Fed grant in May to pay for vests (\$25,000)
- Received \$30,000 from LUSD for SRO
- \$32,000 savings by using Data 9-1-1 vs. Clets Journaling Program

Police Department Operations - Objectives



- Expand COPs
- Promote police and community partnerships
- Focus on crime prevention
- Gang, drug, & hate crime interventions
- Citizens' education

Police Department Partners Program

■ 1994	13,153 hours
■ 1995	22,430 hours
■ 1996	27,020 hours
■ 1997	26,221 hours
■ 1998	25,714 hours
■ 1999	26,043 hours
(equal to 12.5 FTE's)	



12.5 FTE's = \$312,500 savings

6-year benefit = \$1.68 million

Fire Department Objectives



- Develop system for dept forms
- Develop City Emergency Plan and EOC procedures
- Develop plan for Station 1 construction
- Develop plan in re: self-assessment document
- Plan for Fire Station 4 construction
- Staff truck company w/ fire officer
- Replace Squad 1

Fire Department - Objectives (cont'd)



- Implement NFIR system
- Criteria for operating Fire Investigations unit
- Complete risk hazard and evaluation program
- Complete RMS
- Skills & performance standards
- Training records system
- Develop program for multi-jurisdictional and night drills
- Evaluate dispatch options
- Replace all SCBA

-

Elimination System plan

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Public Works Objectives - Streets/Storm Drains

- Linked MSC LAN to City Hall's LAN
- Reevaluating pavement maintenance strategies
- Developing computerized tree inventory system
- Street cleaning - developed a method of maintaining Downtown
- Storm Water discharge permit



Public Works Objectives - Engineering/Administration

- Updating Development Impact Fee Program
- Updating construction specifications
- Completing Public Safety Building Master Plan
- Updating Department Safety Program
- Completing MSC East plans
- Updating design standards
- Hired new City Engineer!



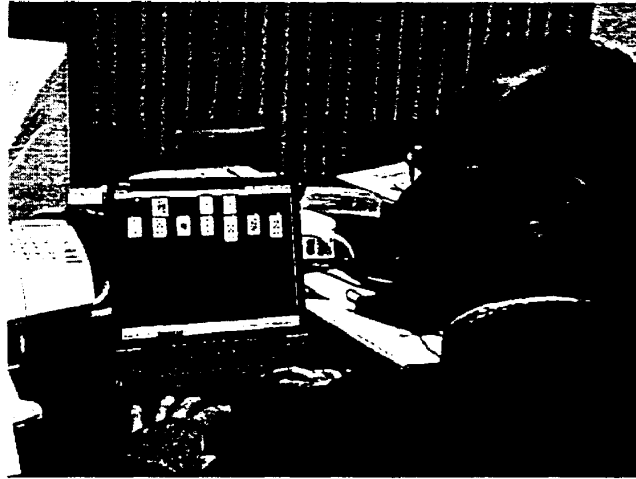
Public Works Objectives - Facilities/Fleet Services

- Facilities objectives - all ongoing or in process
- Installation of CNG Station at MSC - design contract let
- Upgrading and renovating wash-down system
- Modifying shop for CNG work
- Re-roofing Equipment Maintenance Shop
- Computerized equipment management system
- Plan shop expansion
- Alternative fuel vehicles/equipment
- Implement fuel card systems at PSB and MSC

Public Works Efficiencies

- | | |
|---|-------------|
| ■ Recycling asphalt concrete | \$36,480 |
| ■ Re-evaluating garbage pickup in Downtown | \$22,500 |
| ■ Use recycled paint for graffiti abatement | N/A |
| ■ Install energy saving lighting at WS | |
| ■ Install energy efficient heat pumps | |
| ■ Replace thermostats | \$11,000/yr |
| ■ Replace traffic signal bulbs with LED's | \$66,000 |

Electric Utilities - Major Objectives



Electric Utilities Objectives - Public Benefits Program

- Identified major PBP project candidates
- Designed a more beneficial low-income electric rate schedule
- AB1890 compliance and 5-year PBP plan for future City goals
- Implemented "Small Business Energy Services Partnership" (Lodi Grape Festival, Fairmont Signs, Bank of Lodi, Nationwide Wire & Brush, and Interlake Material Handling Corp.)
- Implemented Municipal Customer Group projects (Phase 1 Citywide Energy Efficiency Project, LED Traffic Signal Conversion, Lodi Library computer lab energy efficiencies, Phase 1 repair project of PSB, and researching Lodi Central Plant project)
- Implemented Community/Non-Profit Group projects (Lodi B/G Club, Lodi Community Service Center, Salvation Army, & Lodi House)
- Implemented 4 Residential Rebate Programs

Electric Utilities Objectives - Engineering & Operations



- Implementing Engineering Design Software
- Implementing remotely interrogated revenue meter system
- Planning a long and short-range electric system study

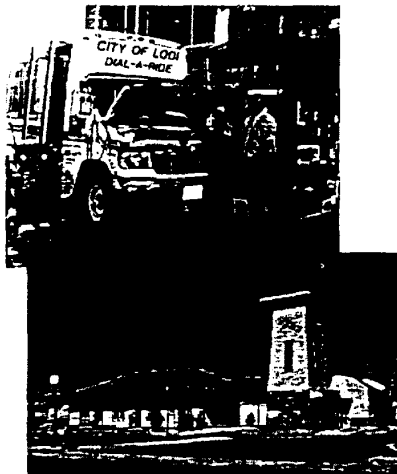
Electric Utilities - Efficiencies

- PBP funds - w/ PW, replaced traffic signal lamps and pedestrian signals with LED's - Eliminates yearly bulb replacement
- Annual purchase of substation charts and general increase in materials inventory
- Training of all line personnel
- Pre-inspection of work orders and post inspection of work
- Selective rental of equipment
- Adjusted crew configurations according to project
- Nurtured relationships with other utilities and businesses
- Implemented interim risk management procedures for energy trading activities

Electric Utilities - Efficiencies

- Developed templates for estimating
- Using digital camera for job locations
- Developed an AutoCad generated dispatch map board
- Developed, with Finance, alarm points and reports in the billing system
- Developed computer system for verifying billing parameters - relates to data from metering

Public Works - Transit



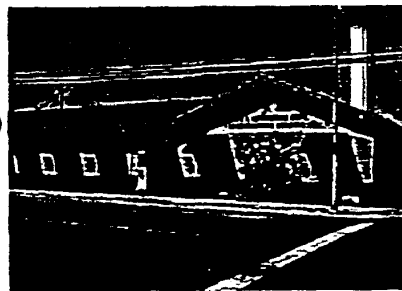
- Completed multi-modal station
- Secured funds for parking structure
- Secured funds for Lodi Lake Loop trail
- Secured funds for additional buses
- Increased fixed-route ridership
- Maintained current fares
- Converted 8 buses to compressed natural gas (CNG)

Parks and Recreation



Parks and Recreation Accomplishments

- Lodi LOOK Grant - After School Program
- BMX Track Grant
- SJC HSA grants applications
- Summer Swim League - 5th team
- New slide feature - Enze/Field (summer)
- Sky Hawks youth clinic programs
- Grape Bowl partnership
- Salmon Festival - 2,200 attendees
- Lodi Sports Foundation grants
- Pow-Wow in the Parks Program



Parks and Recreation (con't)

- Improved marketing tabloid
- Zupo, Kofu, Salas concession stands improvements
- Stockton Ports/Zupo seating project
- Recreation office restroom renovation
- Baseball/softball backstop at Vinewood Park
- Facilities electrical upgrades
- Katakian Park design
- Skate Park committee work



Parks and Recreation (con't)

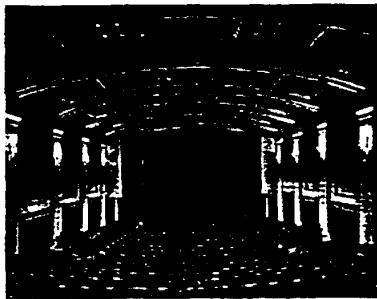


- Lodi Lake Park
 - Entryway
 - Wading pool
 - Storage building
 - Fishing and boating dock
 - Nature Area Watch Group
 - Walking Programs at Lodi Lake

Parks and Recreation Objectives

- Majority of objectives are ongoing
- Completed include:
 - Addressing resident/non-resident attendance in over-burdened programs
 - Increase revenue production in all activities
 - Aquatic play structure at Lodi Lake
 - Run quality and cost effective concession operations at Salas, Kofu, and Zupo Parks
 - Make Zupo field available for major City event - The Stockton Ports
 - Install new wading pool
 - Install new maintenance building

Community Center - Arts Commission and Facility



- Increased class attendance - 17% increase in revenue
- Expanded children's classes
- Expanded adult classes
- Partnered with Lodi B/G Club - arts classes at Club
- Expanded hours at the box office
- HSS booked every Saturday in 2000 (2001 filling quickly!)

Community Center - Youth Commission

- Women's Powder Puff Football Charity Bowl - increased participation
- Expanded Youth Conference - 729 students!
- Expanded Annual "Back to School" dance - 799 students
- Expanded February Jr. High Dance - 383 students
- Continued Teen of the Month program at Council mtgs.
- Expanded Teen Lead program to 35 students
- Created scholarship program
- Expanded Wet-N-Wild at Lodi Lake - 1,136 students

Community Center - Senior Commission and Center

- Hosted Medicare Changes conference - 100 seniors
- Assisted 10,914 seniors in 1999
- Increased revenues from swimming pool
- 13,000 volunteer hours to Senior Center and pool
- Implemented computer classes with Lodi Adult School
- Hired a full-time aquatics coordinator:
 - Certified 50 red cross lifeguards
 - Started swim classes for infants, children, and adults
 - Teaching CPR for Seniors program

Community Center - Adult Day Care (ADC) & Camp Hutchins (CH)

- Both operated by Lodi Memorial Hospital
- ADC - 21% increase in client visits in 1999
- ADC - Near capacity
- ADC - Initiated a van transportation service
- CH - at capacity for all three tracks
- CH - Expanding a summer camp program and using Liberty High School
- Both programs financially breaking even

Community Center - Maintenance

- Utilizing temp agency for peak demand labor needs
- Remodeled pool chlorination system
- Repainted pool using internal staff
- Increased grounds equipment inventory
- Purchased new portable staging & backdrop system
- Implemented a remote control irrigation system
- Utilized 10,645 hours of court appointed labor
- Planted 44 trees on 10-acre site

Library - Objectives



- Creating a computer lab for public use
- Implementing self-service checkout
- Relocation of hardware to climate control area in process
- Evaluating lighting and HVAC retrofit
- Pilot projects underway in state for 24-hour telephone reference services

Community Development - Objectives

- Developing new Zoning Ordinance
- Staffing Green Belt Policy 2x2x2 Task Force
- Providing technical and program support to ED program
- Advancing technology for Building Inspection/Planning program
- Evaluating optical system for storage of plans
- Project 25% increase in revenues from 1998



Community Development (cont'd)

- Implementing aggressive proactive Code Enforcement program
- Developing community education programs
- Continuing demolition and abatement actions
- Promoting housing assistance program for residential rehabs



Economic Development



- All Major Objectives - ongoing
- Interlake Inc./Lodi Fab industrial expansion
- Vaz Bros. distribution center
- Downtown cineplex
- Wine and Roses expansion
- Pacific Coast Producers expansion
- Safeway shopping center
- Walmart ED grant
- Developing marketing material
- Griffen Industrial Park project

City Manager's Office



- Implemented IS strategies
- Negotiated Pre-Annexation Agreement with SJC
- Coordinated Y2K Task Force
- Ongoing: Privatization of services, grants (Lodi LOOK, Camp Lodi Lake, mural), financing facilities, partnerships (LUSD)
- Major project: Public Safety Complex financing
- Published 12 issues of Monthly Employee Newsletter

City Manager's Office - Community Promotions

- Community Day of Caring
- Lodi United Way
- Veteran's Day Celebration
- All Military Veterans Monument
- Hospice Tree Lighting
- Parade of Lights
- "Fill the Boot"
- Three on Three Basketball
- Farmers Market
- Cherries Jubilee
- National Make a Difference Day
- ICMA City Dept. Comparative Performance Management Program



City Attorney's Office



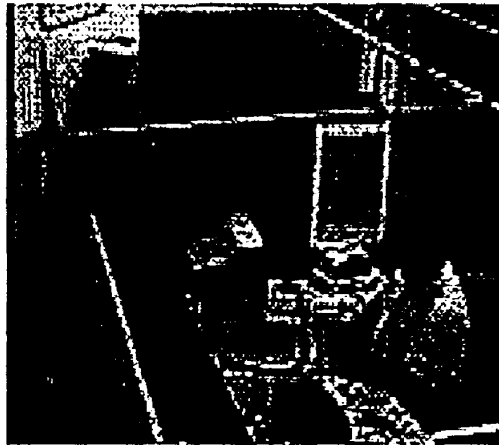
- Filled Deputy City Attorney's position
- Land sales and acquisitions
- Continued litigation

City Clerk's Office



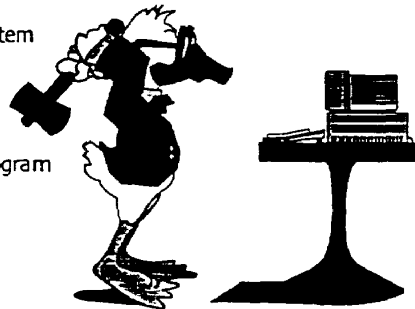
- Converted microfiche documents, election, & budget materials into Fortis
- Fortis and LMC on Web
- Co-hosted Y2K public forums
- Co-hosted Fortis workshops
- Staff liaison to Y2K Committee
- Prepared City phone directory
- Deputy City Clerks in CEPO training

Information Systems



Information Systems Accomplishments

- Implemented ORCOM utility billing system
- Implemented Wide Area Network
- Completed Y2K readiness
- Implemented a Support Help Desk
- Began City-wide computer training program
- Installed new PBX
- Installed new voicemail system
- Extended WAN to Lodi Station
- Implemented Web Mail
- Implemented City-operated Web server
- Implemented Fortis Document Imaging System
- Implemented Internet access to Public Records



Human Resources



- Employee Service Awards Program
- Employee benefits workshops
- Employee Recognition Program
- Workers' comp & job placement contact programs
- Updated job specs for M&O
- Internet and advertising advancements for recruitment
- Filled 31 positions Calendar year 1999 and processed 806 applications
- Secured 5 year contracts with Police and Dispatchers

Finance Department - Objectives



- Mail service contract
- Implemented and trained on new ORCOM software
- Reduced delinquent accounts & returned checks
- Implemented acceptance of credit cards
- Expanded direct deposit of payroll using ACH process
- Began process for electronic payments

Finance Dept. Objectives

- Eliminated hand-written 48-hour notices
- Implemented and trained on new ITRON meter reading
- Implemented JDE Purchasing module
- Implementing JDE Job Costing module
- Y2K compliance



**83% into the fiscal year
with many programs and
projects underway or
completed; *your tax
dollars at work!*
\$\$\$**